

Membership Coordinator

1. Principal Responsibilities

- 1.1 As an executive board member, the coordinator is required to attend all meetings (5) of the year to participate in organization management, providing both input and feedback for the operation of the organization.
- 1.2 The coordinator is a secretarial data-entry position.

2. Principal Duties for Membership

- 2.1 Regular processing of paper application forms received via PO Box
- 2.2 Maintenance of membership database
- 2.3 Maintenance/accessing of database for providing SIG leaders and other board members information as requested (e.g., providing names/contact information for members interested in committee participation)
- 2.4 Regular reminder e-mails sent to lapsed members, members/contacts with unpaid invoices; archiving of outdated contacts as necessary
- 2.5 Maintenance of database for use as a membership directory (accessible to members only)
- 2.6 Maintenance of database for transfer to incoming membership coordinator

Updated: November 5, 2013